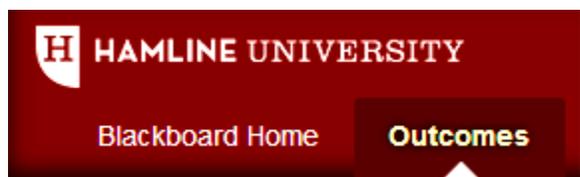


Blackboard Outcomes Evidence Assessment

Hamline University uses Blackboard Outcomes for the purpose of learning outcomes assessment. For program-level assessments, you may be asked to create a project to gather data, add evaluators, and more.

Before You Begin...

Prior to using Outcomes, it is strongly recommended that you meet with the Assessment team to access needs. Who will be the lead contact person? If you will be the person leading the assessment project for your program or department, you will gain access to the **Outcomes** tab as seen below. You will need access to this tab in order to create and facilitate the assessment project. Other people will be involved in the project, but for the vast majority, they will not need access to the **Outcomes** tab at all.



Getting Started

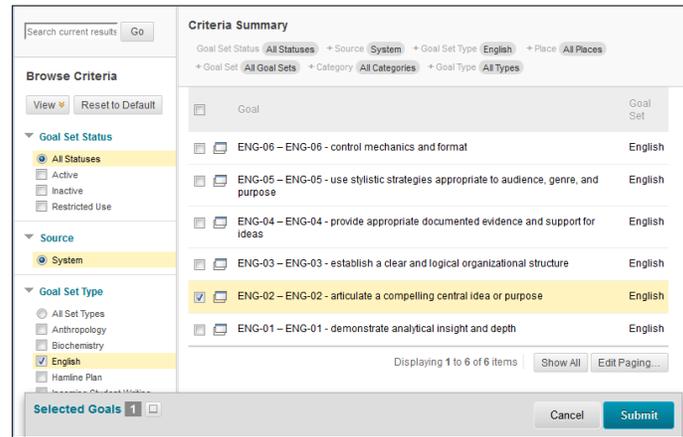
Once you gain access to the **Outcomes** tab, you will be able to create a new **Evidence Assessment** project. This project will contain all of the elements that you will need to sample files, create an evaluation session, and view any reports.

1. To begin, log into **Blackboard**. Click on the **Outcomes** tab.
2. On the subsequent page, look at the page title to verify that you are in the correct section of Outcomes. For example, if you are a department chair who is assessing the department, the web page title should reflect the name of your department.
3. Near the bottom-right side of the page, under **Instruments**, click on the **Evidence Assessment** link.

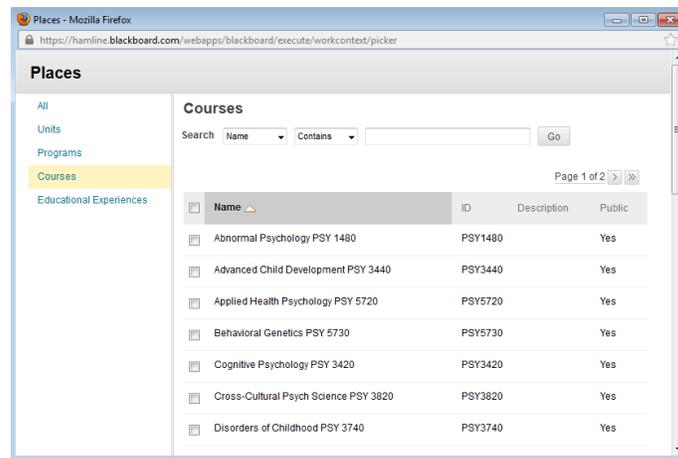


Creating a New Project

1. Click on the **Create Assessment Project** button.
2. On the next page, under step one, title the **Project Name**.
3. Under step two, name the collection i.e. if you are collecting evidence from capstone courses, choose a title associated with “capstone.”
4. Under **Select Goals**, click on the **Browse...** button.
5. In the window that appears, find the goal that is aligned with the assignment(s) in Blackboard Learn. Check the appropriate boxes to filter the results. Check the appropriate goal. Click on the **Submit** button.



6. Under **Select Courses**, click on the **Browse...** button.
7. In the next window that appears, click on the **Courses** link to view all of the courses associated with the respective department. Check the appropriate course(s). Click on the **Submit** button at the bottom of the page.



8. Under **Select a Range**, choose a date range for when artifacts (papers) were submitted by students into the assignment(s). Alternatively, choose the academic term in which the assignment(s) were used.
9. Click on the **Start Collection** button. You will see a date and time for when the collection will be completed.

Next Step: Sampling Artifacts

Once the collection is completed, go back into the project to select the student assignment submissions (artifacts) that you want to include in the evaluation. Prior to this point, you should have already determined how many artifacts you will need for the evaluation.

1. Click on the **Evidence Assessment** link. You will see the title of your project. Click on the title link.
2. On the next page, you will find the results of the collection. Each **Blackboard Learn** assignment that was associated with the appropriate goal(s) you selected when starting the project will be listed as well as the number of artifacts obtained per assignment.
3. Click on the **Sample Artifacts** button.
4. In the window that appears, you can choose how many total artifacts you want your group to evaluate. If you choose a random selection, input the number of total artifacts that you will need. Additionally, you can choose a minimum number of artifacts to pull from each course. For example, if you are pulling artifacts from two courses and one course had twenty students enrolled and the other course had only five students, you can tell Blackboard to pull at least "X" number of artifacts from each course to ensure that you are including a sample from the course with less enrollments.

1. Sample Evidence

Sample Setting

- Include All Artifacts (45 Artifacts)
 Randomly Select Artifacts

Total number of artifacts needed:

Optional: Minimum number of artifacts needed from each assignment:

5. Click on the **Submit** button.
6. Click on the **Create Evaluation Session** button.

Setting up an Evaluation Session

In this step, you will be inputting the users who will be a part of your evaluation team. Plus, you will add the rubric they will use to assess the artifacts.

1. To add your first evaluator, in step one, click on the **Browse...** button.
2. In the blank field, input the person's user ID and then click on the **Go** button.
 - a. If the person in question does not appear, you can change the search parameters to search by first or last name. You can also input part of their name.
3. Check the box for the appropriate person and then click on the **Submit** button.
4. Repeat as necessary to add all of the evaluators. (You do not need to add yourself.)
5. In step two, determine how many evaluators will need to assess each artifact.
6. Within **Grading Rubrics**, click on the **Browse...** button.
7. In the new window, type in part of the name of the rubric you would like to use.
 - a. If you do not know the name of the rubric, you can change the parameters to search for any "Name" that is "Not Blank."
8. Click on the **Go** button.
9. Check the box for the appropriate rubric and then click on the **Submit** button.
10. Add a due date for the evaluators to complete their assessment.
11. If you want to retain the anonymity of the students, keep the appropriate box checked. Please be aware that if a student put their name in the artifact file, then you and the evaluators will be able to see it within the file.
12. Click on the **Start Session** button. At this point, all of the added evaluators will receive an email stating that they have been added to this project. They can click on the link in the email to begin evaluating, or they can access the session within the **Blackboard Home** page from the **My Outcomes Evaluations** module.

Accessing Artifacts

Within the **Analyze** page, you can view the progress of the evaluation session. To view individual evaluations, you might need to first uncheck the **Hide Completed Evaluations** box. Optionally, check the box of an evaluator if you want to review the artifacts they assessed. Check the box of the artifact you want to access first and then click on the **Evaluate** button.

<input type="checkbox"/>	Student Name	Item Name 	Evaluation Status	Evaluation Date
<input type="checkbox"/>	Student-1043018	June 20 Writing Submission	3 / 2	6/20/13 1:54 PM
<input type="checkbox"/>	Student-1043013	June 20 Writing Submission	3 / 2	6/20/13 1:54 PM
<input type="checkbox"/>	Student-1043012	June 20 Writing Submission	3 / 2	6/24/13 2:12 PM

Evidence Evaluation Window

Evidence Assessment Example

*To begin evaluating the submission, click **Evaluate** and use the rubric to grade the submission.*

User: **Student-1019974** Return to Listing < 3 of 4 >

General Information [Alignments](#)

Title	Final Memo
Description	You should your final memo here by 9:40 a.m. on Tuesday, December 13.
Course	2011 FALL - LGST 1250 01 - Legal Research and Writing (201111-12284)
Status	In Progress

Associated Rubrics

▶ [LGST - Writing in legal settings](#)

Evaluate

General Comments

Add Comment

Sample Information

Student	Student-1019974
Submission Date	12/13/11 9:17 AM
Submission Text	
Related Files	Final memo.docx

To access the student's assignment submission, click on the submission title.

To access the rubric for your own evaluation purposes, click on the **Evaluate in New Window**

Navigate between evaluations using the arrows.

In this area, **Existing Evaluations** from completed assessments will appear for review.

If you are evaluating artifacts and you are using a single computer monitor (versus a dual monitor), you will have to toggle between open windows to view the assignment submission and the evaluation rubric. Therefore, it is recommended that you open the assignment submission first, go back to your Blackboard Outcomes window, and then open the rubric in a new window. Optionally, with Windows 7, you can position the two windows side-by-side on your monitor by clicking-and-dragging the window header to the far right or left side of the computer monitor. Or, you could use a second computer or a tablet to view the paper for review.

Using the Rubric

The Blackboard Outcomes rubric is a dynamic tool. To choose the appropriate level of achievement for each row, click on the respective cell. If you click on the incorrect cell, click on another cell. Within each cell, you can also leave feedback. There is also a general feedback field at the bottom of the rubric window. Once you are finished, click on the **Save** button.

Rubric Detail
You can interact with a rubric to grade in *Grid View* or *List View*. [More Help](#)

Name: **Capstone Writing Assessment Rubric** Exit Save

[Grid View](#) [List View](#)

	Does not meet expectations	Approaches baseline expectations	Meets baseline expectations	Meets Capstone expectations
ANALYTICAL INSIGHT / DEPTH	<input type="radio"/> Points: 1 (4.17%) - demonstrates little to no understanding and control of key concepts and terms - may provide some relevant description or summary but draws no independent conclusions or connections - does not address the substance of the issue	<input checked="" type="radio"/> Points: 2 (8.33%) - demonstrates inconsistent understanding and control of key concepts and terms - may provide effective description and summary but draw few independent conclusions and connections - addresses the substance of the issue but does not engage its complexities Feedback:	<input type="radio"/> Points: 3 (12.5%) - demonstrates adequate understanding and control of key concepts and terms - goes beyond description and summary to provide some analysis and interpretation - engages some of the complexities of the issue, though these may be suggested rather than fully treated	<input type="radio"/> Points: 4 (16.67%) - demonstrates strong understanding and control of key concepts and terms - provides analysis and interpretation - anticipates and addresses other positions or interpretations - engages the complexities of the issue
CENTRAL IDEA / PURPOSE	<input type="radio"/> Points: 1 (4.17%) - does not have a clear central idea or thesis - does not have an identifiable purpose for the writer or reader	<input type="radio"/> Points: 2 (8.33%) - has a central idea or thesis, though it may be undermined by some elements of the paper - has a confusing purpose or competing purposes	<input checked="" type="radio"/> Points: 3 (12.5%) - articulates a central idea or thesis - establishes a clear purpose that matches the demands of the assigned writing task Feedback:	<input type="radio"/> Points: 4 (16.67%) - articulates a compelling central idea or thesis - establishes a focused purpose that matches the demands of the assigned writing task

As evaluators are in the process of evaluating student work, they can go back and review rubric scores and make corrections. If they do not complete all of the evaluations in one sitting, they can go back and evaluate more at a later time. As soon as they save and complete the last evaluation and then log out of Blackboard, they cannot go back into the evaluation session to make changes.

Running a Report

1. Click on the **Evidence Assessment** link. You will see the title of your project. Click on the title link.
2. Click on the **Run Report** button. From here, you have two options:
 - a. The **Evidence Set Evaluation Download** report will output the raw data of the evaluation scores based on the rubric.
 - b. The **Evidence Set Evaluation Rollup** report will analyze the rubric and tabulate the results in a number of charts.
3. Click on the gray circle located to the right of the report title and then choose **Run**.
4. Choose the output file format and date range (and if you used multiple rubrics for this project, choose the appropriate rubric) and then click on the **Submit** button.